

CITY OF LOS ANGELES • DEPARTMENT OF RECREATION AND PARKS

Hubert H. Humphrey

12560 Filmore St

Pacoima, CA 91331

(818) 896-6510

Recreation Assistant

Positions Available: 3

Available Hours: Varies: range is from one to Thirty hours per week, depending on number of participants enrolled in programming.

Description of Duties:

- Greet parents and youth during check in and/or check out
- Group leader - facilitate and supervise recreational activities in a day camp setting, including, but are not limited to
 - organizing individual and group activities, while being creative and energetic
 - supervising a group of 10-12 children
 - leading children in creative activities, including indoor and outdoor games, sports, special events, arts and crafts, and hikes
- Setup, breakdown, and cleaning/sanitizing of outdoor camp needs; ex: canopies, tables, water coolers, and all games and activities.
- Will assist with the serving of lunch and preparation/serving of snack.
- Attend to any individual needs of the youth ex: restroom use, injuries.
- Support the Recreation Coordinator and/or Director in establishing rules and emergency procedures with youth.
- Most activities are outdoors and may be exposed to the sun and heat for a prolonged periods of time.
- Other assigned duties as assigned by Recreation Coordinator and/or Director (ex: preparation of crafts, office work, errands, etc.)

Hours: 0-30 hours; dependent on assistance needed for programming.

Qualifications:

- At least 18 years of age
- Experience as a camper, or working with children as a leader or assistant leader
- A basic understanding of children and the ability to develop an up-beat and positive relationship with them
- A current Red Cross CPR and First Aid Card preferred. (training will be provided if needed)

To Apply: Send resumes to or apply with:

Andres De La Hoya/ Adrian Arenas/Andrea Magana Withers

Hubert H. Humphrey Recreation Center

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Humberthumphrey.recreationcenter@lacity.org

Last Day to Apply: March 24, 2023

For candidates seeking initial City employment, in accordance with Los Angeles City Ordinance 187134, information regarding COVID-19 vaccination requirements as conditions of employment be found at:

https://clkrep.lacity.org/onlinedocs/2021/21-0921_ord_187134_8-24-21.pdf